



# **Educational Visits Policy**

**November 2022**

## 1. Scope

The Park Lane International School Educational Visits Policy is intended to support the school's aims of enhancing student education (academic and non-academic), to provide access for all students and to support child safety and wellbeing.

## 2. Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility and everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. Park Lane International School takes all safeguarding matters seriously and will investigate any such situations to the fullest extent.

All staff members should be aware of the school's staff [Behaviour Policy](#), [Code of Conduct](#) and [Safeguarding & Child Protection policy](#) which include, amongst other things, acceptable use of technologies and staff/pupil relationships. Copies of policies are provided to staff when they first join the school.

Throughout any typical school, children come into contact with adults and people in positions of trust who are not directly employed within their own educational setting. This obviously extends even further when a school organises an educational or residential trip. Staff or volunteers who are not appointed by the school itself still have the same duty of care. All safeguarding and child protection matters must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

Particular aspects of safeguarding with regards to educational visits:

- staff will check whether parental permission has been granted before taking photos and/or videos of students while on educational visits
- staff should not use their personal mobile phones or cameras to record or photograph students while out on educational trips
- students will need to be reminded of the school rules regarding the usage of mobile phones while on educational visits, in particular the sharing of visual material
- all staff have a duty to be vigilant and observant when dealing with students in their care and have no hesitation to report any concerns regarding their safety and wellbeing
- it is not the responsibility of staff to investigate welfare concerns while on educational visits
- all concerns regarding the welfare of students in their care will be recorded by sharing a Confidential Cause for Concern with the DSL and an Incident Report Form will be completed if required
- Student and staff statements will be taken on blank paper. All such documents need to be passed to the DSL at the earliest possible time via [MyConcern](#). Students also have the possibility of raising concerns through [Tootoot](#).

## 3. Risk Assessment

Student and staff safety and wellbeing remains a main priority for the school. Whilst we understand that it is impossible to reduce risk to zero in any aspect of life we are committed to doing our best to ensure that students and staff engaged in educational visits and related activities remain as safe as possible in all circumstances.

The aim of the risk assessment process is to identify the real risks, assess them and record the significant findings. There is no need to assess every aspect of every school trip. Proportionate systems should be in place, so that trips that present lower risk are quick and easy to organise. Higher-risk activities should be properly planned and assessed.

As a result, only certain types of external trips and activities require a risk assessment to be completed.

All school trips are initially checked by the Trip Coordinators and approved by the Secondary Leadership Team.

External school trips and activities are classified in five categories:

1. Simple local visit during school time 08.00 – 18.00h.
2. National visit during or after school hours or on a weekend.
3. Residential visit during school time or school holidays in the Czech Republic
4. Residential visit outside of the Czech Republic.
5. Adventure Activities with an outdoor pursuits element.

## 4. Approval Process

Approval of all off-site activities is dependent on the satisfactory completion of the necessary documents and availability of staff. For further details and procedures please see sections 6 and 7 below.

**There will be a limit of two educational visits in any given week.** Off-site visits for Year 11 and Year 13 will no longer be approved after December of each academic year.

## 5. Insurance

All local trips and activities are covered under the School's insurance policy and this includes any employee, pupil or volunteer travelling on behalf of the school. Full details can be obtained from the office.

International trips may require additional insurance provision. Staff should consult with the School Office to ascertain the level of insurance required.

## 6. General

### 6.1 Trip Leader and Trip/Activity Staff

The group leader must ensure that members of the group and members of SLT have been thoroughly briefed on the visit and are fully informed regarding the responsibilities of staff involved in the trip. This may include a risk assessment of the proposed activity.

### 6.2 Risk Assessment & Risk Management

The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. The school will take a common sense and proportionate approach to risk ensuring that the approach to risk assessment and risk management enables children to undertake activities safely, and not prevent activities from taking place.

Whilst the school requires risk to be assessed for every external educational visit, staff are not required to continue to produce risk assessments for trips that regularly occur as part of the school week, such as swimming or routine visits to local museums. An initial risk assessment for such activities will be kept on file, and a regular check to make sure the precautions remain suitable.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out.

Risk Assessment (see Appendix 1) should be prepared by the organising teacher and must include the following information:

- Identified hazards
- Risks before control measures
- Risk reduction actions
- Comments and actions

For all visits to major European cities please also risk assess for Terrorism. Check these [guidelines](#) when required and add them to the risk assessment document.

### 6.3 Staffing Ratio Guidelines

The teacher student ratio varies according to the risks associated with the activity.

The ratios are as follows:

1:20 ratio – Trip/activity Category 1 and 2

1:15 ratio – Trip/activity Category 3 and 5

1:10 ratio – Trip/activity Category 4 and 6

- The guidelines indicate minimum required staffing ratios.
- The guidelines do not take account of additional staff that may be required for students with special needs; residential trips require an **extra staff** member for emergency situations as well as a **Czech** language speaker to facilitate communication with parents if necessary.
- ideally all educational visits should include a mix of male and female staff.
- at least one member of staff should be a qualified first aider.

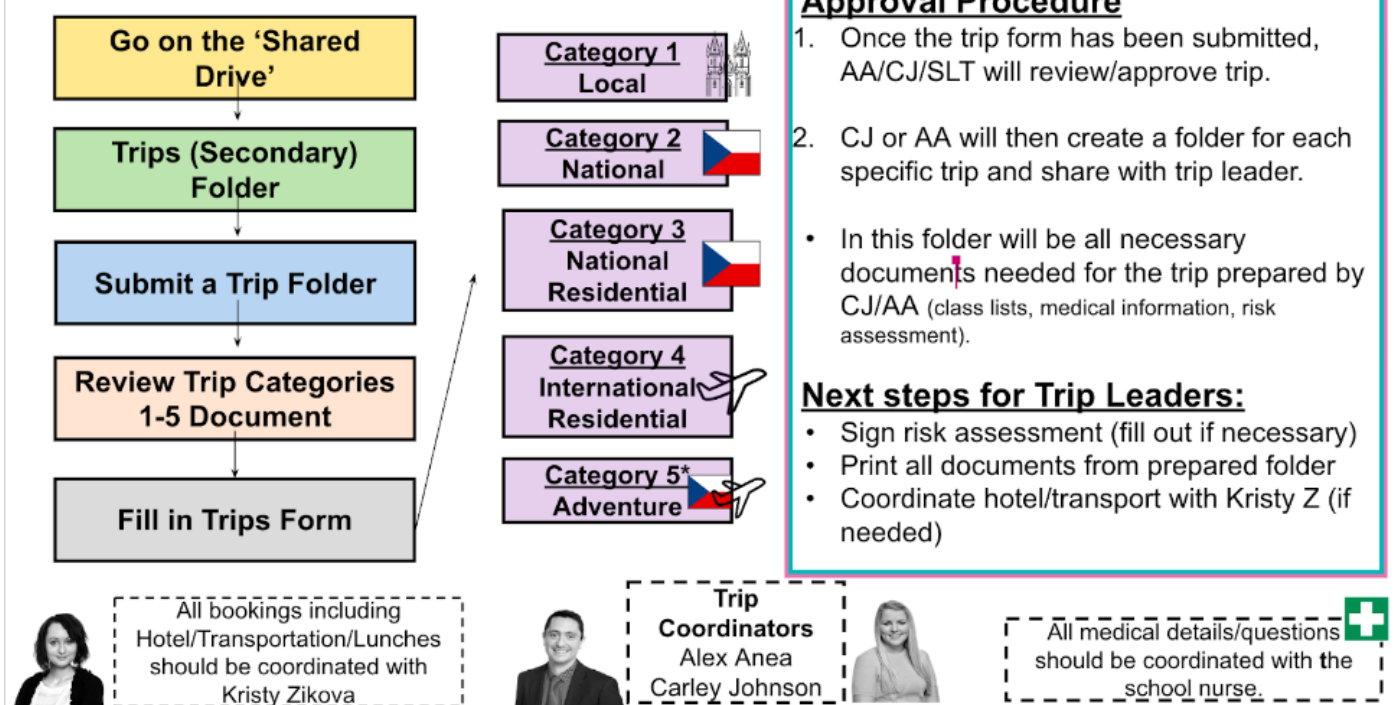
## **7. Procedures for School Trips**

The following procedures need to be followed for all educational visits:

- Residential visits must be fully approved **one month** in advance of the visit
- Non-residential visits must be fully approved **two weeks** in advance of the visit
- All cover must be sent **one week before the visit** and **no later than the Thursday** prior to the visit.
- Announce trip details with **class lists in Briefing**.
- All arrangements for transport and accommodation etc. must be made through the **school office** and the Trip Coordinator must be kept informed of all bookings. These arrangements need to be appropriate for the age of the students, including day activities planned for the trip.

- Communication with parents must be conducted through the school office only after the trip has been approved by SLT.
- For extended educational visits (involving residential with overnight stay) a parent information afternoon/evening should be offered at least 7 days prior to the trip.
- It is the trip leader's responsibility to ensure that all information has been provided and sufficient notice given regarding the educational visit.
- An adequately and suitably supplied First Aid Box should be collected from the school nurse on the day of the trip.
- Each member of staff can use their personal mobile or a school mobile phone to set up a Whatsapp group in order to facilitate communication while on residential trips. The contacts and conversations should be deleted after each trip.
- When on the trip students should be supervised at all times. If there are any problems the School needs to be informed immediately. On residential trips the group organiser should keep regular contact with the school using the numbers listed in the appendix. In case one member of staff or office cannot be reached, the trip leader should call all the available contacts.

## Planning an Educational Visit?



## 8. Parents

If the planned trip/activity is not covered by the Travel Permission Form signed by every parent at the beginning of each academic year, it is important that parents sign a document affirming that they have read and understood what the visit may involve, the activities which will be undertaken and the authority which the supervising teachers will have to deal with problems and emergencies.

The forms should cover such matters as emergency medical treatment, medical conditions, dietary requirements, home telephone number/address and other details. It is particularly important that the teachers supervising the trip know whether the child will need medication or other special attention whilst on the trip.

Parents should also be given full written details regarding the organisation of the visit, including those involving short trips during the day. Such details should specify the purpose, destination and location of the visit; the programme; relevant dates and times; travel and accommodation; standards of behaviour expected of children; staffing; special clothing required; insurance cover; telephone numbers; and emergency procedures for contacting parents. A meeting might be planned to cover relevant issues and to give parents the opportunity to raise any issue of concern to them.

In case parents are required to make a payment, this information should be shared by the trip leader in good time, allowing the payments to be made at least 14 days in advance. Larger payments should be made directly into the school account via bank transfer.

## 9. Preliminary Visits

Preliminary visits should be made where the site/destination is not known to accompanying staff. Such visits are strongly recommended but where this is not possible the group leader must obtain information of the places to be visited with particular regard to potential hazards. If there are identified hazards a risk assessment should be considered beforehand. The age, as well as prior behaviour issues concerning students on the trip should also be considered when choosing the accommodation and activities.

## 10. Medical

### 10.1 First Aid

The group leader must ensure that adequate first aid arrangements are made and that the location and the nature of the activity are taken into account. A first aid box must be taken on all trips and activities and this should be made up and distributed by the school nurse. At least one member of staff should be first aid trained.

### 10.2 Medicines and Medication

On school trips the trip leader will assume responsibility of prescribed medication and first aid. A medical risk assessment of all pupils will always be undertaken prior to any trip and all consent sought. (see [Drugs and substance abuse policy](#)).

Parents must inform the school of medicines, medication and any health issue relating to their son/daughter before going on the trip/activity. Medication should be clearly labelled for each student. This should be handed to the group leader and kept in a separate bag.

#### 10.2.1 Alcohol, tobacco and drugs

Students and staff are not allowed to consume any of these substances on school trips. In the interests of health and safety, a pupil found in possession of these materials on school trips will have them confiscated and parent/carer will be informed. In serious cases, the school can make the decision to immediately send the student home after discussing the matter with parents or carers.

## 10.3 Emergency Procedures

Students and parents should be given appropriate information and guidance prior to the visit taking place so that they understand the standards of behaviour that are expected of them and why rules must be followed. Lack of control and discipline can be a major cause of accidents. A **clearly defined safety code** for the journey, including **rules of conduct and behaviour standards** and **routine and emergency safety procedures**, should therefore be laid down in advance and made known to all pupils, staff, helpers and parents. If a situation arises where these rules are repeatedly broken or ignored, the trip leader in consultation with other staff (including school based) can contact parents to address the matter. This can include the decision to remove trip privileges or, in more serious cases, send the student home from the trip. Insurance matters, medical insurance as well as liability cover for out-of-school activities, should be appropriately covered.

### 10.3.1 Guidance notes for immediate action after an incident

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures or other serious injuries
- Circumstances whereby a group member might be at serious risk or taken ill
- Any situation in which the press or media may become involved

Staff should ensure they:

- a) Have emergency numbers stored in at least one staff mobile phone (see Appendix 2)
- b) In case of head injuries the ambulance must be called immediately and the parents informed within 10 minutes of the incident
- c) Have the Head/Deputy Head of School and Trip Coordinator mobile phone numbers stored
- d) Make sure all staff members know the emergency procedures. The information they need and actions they should take should be written down. In an emergency a staff member may be easily distracted.

## **11. Communication Protocol**

Students will inevitably carry mobile phones on school trips. They should be made fully aware that the use of mobile phones and other electronic devices on school trips is a privilege and can only take place with the permission of the accompanying staff.

In the interest of ensuring direct communication between parents and children, students will be allowed to use their mobile phones to communicate with their parents/carers at specific times during the day. These times will be agreed on by accompanying staff and shared with the students. Outside these times all communication with parents should take place using the school office or the trip leader's phone.

If an incident occurs the trip leader or another designated member of staff should contact the Head of School/Deputy or Trips Coordinator and provide full information including name of students/staff, details of the incident, action taken plus any contact telephone numbers.

### 11.1 General Advice

- a) Do not let anybody (staff/students) telephone home until the facts are established and it has been cleared by the Trips Coordinator/Principal/Head of School

- b) Do not speak to the press or the media (enquiries should be referred to the local emergency services). The School will release an official statement as soon as possible
- c) Do not admit liability to anybody
- d) Do not allow anyone, apart from emergency services, to see any group member without an independent witness being present
- e) Make a written account of events as soon as possible.



## Appendix 1

List of main hazards according to the type of activity (list is not exhaustive):

### General

Exposure to weather
Pupil lost or separated from group, inadequate supervision
Illness or injury
Special needs of specific pupils – medical, behavioural, educational
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc)
Leader's own children

### Travel

Traffic accident, coach
Use of private vehicles
Minibus travel
Service station and other breaks in journey
On foot
Use of public transport: trains, trams, underground, bus, air travel

### Residential visit - accommodation

Fire
Attack or disturbance by intruder
Safeguarding
Domestic hazards
Hygiene
Night time tendencies
Additional needs

### Use of a provider/operator

Provision does not meet authority standards/best practice
Programme does not meet needs of group
Lack of clarity about split of responsibilities between school and provider

### Ski trip

Hazards while skiing/ during snow activities
Cold injury, hypothermia, effects of sun

Hazards in ski resort
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Hazards during après ski/evening activities
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#### Walks and treks

Falls, drowning
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Getting lost
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Injury, illness or emergency away from immediate help
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Exposure to extreme weather – cold, wet, heat and sun
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#### Swimming

Use of swimming pools
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Swimming in sea or other natural waters
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## Appendix 2

### List of useful contacts:

School office at Prague 1:

+420 257 316 182

+420 603 489 369

Mr Paul Ingarfield

School Principal

+420 733 696 580

Ms Kristýna Zíková

Trips and Afterschool Clubs Coordinator/School Office Administrator

+420 257 317 655

Mr Alexandru Anea

Trips Coordinator

+420 776 202 889

Ms Jennifer Hutton

Trips Coordinator

+420 601 529 140

Ms Erica Warne

Deputy Head of Secondary

+420 776 202 229

Ms Dagmar Říhová

School Office Administrator

+420 257 316 182

### Bank account details for trips only:

2107914717/2700